
JOB TITLE: Director of Business**REPORTS TO: Superintendent, Chief Financial Officer****FLSA: Exempt**

Note: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

POSITION PURPOSE/SUMMARY

The Director of Business shall administer the business affairs of the district in such a way as to provide the best educational services with the financial resources available.

QUALIFICATION REQUIREMENTS

The Director of Business shall have at least three years' experience in general accounting, management of a business office, and/or data processing services. Administrative experience in a school setting is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the efforts of the business office staff in the following functions:
 - a. Payroll
 - b. Accounts payable
 - c. Banking
 - d. Bond Issues and Lease Purchases
 - e. Investments and Cash Flow
 - f. Auditing
 - g. Financial Reporting
2. Maintain a complete and systematic set of records of all financial transactions of the district.
3. Oversee the recording of school financial transactions in appropriate journals and subsidiary ledgers from requisitions, payroll records, and other sources.
4. Oversee the preparation of financial statements, income statements and cost reports to reflect the financial condition of the district.
5. Supervise the management of the financial affairs of the schools.
6. Supervise the investment of all surplus capital funds.
7. Supervise all business office personnel.
8. Assist the Chief Financial Officer in the preparation of the budget and administer a budget control program.
9. Act as an advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
10. Attend meetings of the Board of Education when requested.
11. Attend district administrators' meetings as requested.

ADDITIONAL DUTIES

1. Perform other duties as assigned by the Chief Financial Officer and Superintendent or designee.
2. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff, and the community as needed.

SUPERVISORY DUTIES

The Director of Business will supervise all business office personnel and serve as a resource for all financial secretaries.

MENTAL DEMANDS

Ability to maintain highly confidential information; communicate clearly both orally and in writing, and/or ability to reason and make appropriate decisions. Solve a variety of problems in many different situations and have strong attention to detail. This employee must have the ability to do basic mathematical calculations, apply concepts such as

fractions, percentages, ratios and proportions to practical situations and apply financial concepts such as compound interest, time value of money, tax rates and discounts. The Director must also have the ability to define problems, collect data, verify facts, make valid conclusions, and deal with abstract concepts.

PHYSICAL DEMANDS

The individual who holds this position is regularly required to sit, walk, hear, present information and speak. While performing this job the employee must meet deadlines with severe time constraints. The position occasionally requires an employee to work extended hours.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

TERMS OF EMPLOYMENT

Employment will be on an at-will basis for 12 months with four weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The Director of Business will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Chief Financial Officer will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: April 5, 1982, Revised: September 21, 1998, June 19, 2000, May 16, 2006, November 16, 2009, July 20, 2020